

Pages 1 through 2 redacted for the following reasons:

s.21

LRS Relocation Checklist

Current
Establishment
Name
Licence #

Proposed
Establishment
Name

s. 21

Date received *December 05, 2014*

Expiry

Job #

LICENSEE INFORMATION

Contact name:

s. 21

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CONSULTANT INFORMATION

Consultant name:

Contact Name:

☐ Authorization received
☐ Noted in Posse

Mailing Address:

Phone:

Fax:

Email:

Is the proposed site on the same property or the result of a
property redevelopment? ☐ YES ☐ NO

Is the licence currently attached to a brewpub? (If yes, see
supervisor) ☐ YES ☐ NO

APPLICATION FORMS & SUPPORTING DOCUMENTS☒ Application form completed:☐ Valid Interest at proposed site:

Note: valid interest must be
maintained at the current and
proposed site until the relocation
is finalized.

☐ Zoning ** need clarification*☒ Photos☒ Site Plan☒ Signage☒ Maps

o Licensee declaration signed by authorized signatory

o Certificate of Title in the name of the applicant or offer to purchase
OR lease or offer to lease; lease must show money exchanged as rent, start/end date, a
term of at least 12 months, and be signed by both the landlord and the applicant

o **NOTE:** If AIP is granted based on an offer to lease/purchase, ensure the fully executed
lease or certificate of title are received prior to final approval.

o Local gov't documentation and zoning map showing zoning classification and permitted
uses for the proposed site.

o Confirm zoning with LG prior to issuing approval (via email, print for the file)

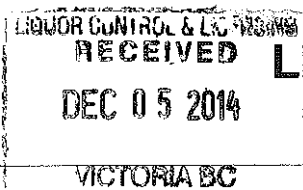
o A minimum of four 5' x 7' colour photos of the proposed site, one facing each side

o To scale, showing all buildings (and entrances to those buildings) on the proposed site.

o Sketch of all proposed exterior signs (if name changing)

o Scaled map showing location and distance between the current & proposed site

march 2015



LICENSEE RETAIL STORE (LRS)

Application for Transfer of Location

Liquor Control and Licensing Form LCLB092

INSTRUCTIONS:

Complete all applicable fields then submit with payment as outlined in Part 5 of this form.

- If you have any questions about completing this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at **1 866 209-2111**.
- LCLB forms and supporting materials which may be referred to in this document can be found at: www.pssg.gov.bc.ca/lclb

ELIGIBILITY REQUIREMENTS FOR RELOCATING A LICENSEE RETAIL STORE (LRS):

As an LRS licensee, you may apply to move your LRS:

- Anywhere within the current local government/First Nation Jurisdiction,
- To a neighbouring jurisdiction, as long as the proposed site is within 5 km of your current LRS location, or
- To a site at least 1 km from any existing or proposed LRS sites. Visit the LCLB website for a current listing of LRS locations.

There are only four circumstances, set out in s.14(6) of the *Liquor Control and Licensing Regulation*, under which the general manager has authority to approve a proposed new location that is within 1 km of another LRS. For details, please refer to LCLB Policy Directive 13-04 (available online at <http://www.pssg.gov.bc.ca/lclb/resources/index.htm>). To apply for approval to relocate within 1 km of an existing or proposed LRS, you must submit, at the time of application and together in one package:

- Documentation that clearly demonstrates that you meet one of the four criteria for approval; and
- A processing fee of \$440.

If a staff report is prepared regarding your application you will be provided with a copy and will have two weeks to respond before the request is considered by the General Manager. Part 6 of this form explains the approval process.

If you want to move within the same building, please use a structural change application form (available at http://www.pssg.gov.bc.ca/lclb/forms_fees/index.htm).

PART 1: Licensee Information

Office use only (C4 - LIC)

s. 21

PART 2: Establishment Information

s. 21

Part 3: Required Documentation Checklist... (an application must be complete before it can be processed)

To be considered a "complete application" the following documents must be provided:

- ✓1. Completed *Licensee Retail Store (LRS) - Application for a Transfer of Location* (LCLB092).
- ✓2. Proof of Valid Interest in the site proposed for licensing. Provide a copy of the necessary documentation listed below for the type of valid interest relevant to your application:
 - if the applicant owns the property, a Certificate of Title in the applicant's name,
 - if the applicant is renting or leasing, a fully executed lease or assignment/offer of lease, which does not expire for at least 12 months from the date of licensing. The document must bear the same names as the applicant for the LRS licence. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner, or
 - if the applicant is buying the land and building(s), a copy of the offer or option to purchase the property and building(s) in the applicant's name. An offer or option must show price paid, have a term and an expiry date, and be signed by both the applicant and property owner.

NOTE: Valid interest must be maintained at the current and proposed site until the relocation is finalized.

- ✓3. Local government documentation and zoning map showing zoning classification and listing permitted uses for the proposed site.
- ✓4. A scaled map showing the current and proposed location of the LRS and the distance (as the crow flies) from the current location to the proposed new location of the LRS.
- ✓5. A scaled site plan showing all buildings and entrances to those buildings on the proposed site.
- ✓6. A minimum of four 5" x 7" colour photographs of the proposed LRS site, one facing each side of the property.
- ✓7. A sketch of all proposed exterior signs if new signs will be constructed. Signage is subject to LCLB approval.
- ✓8. If applicable, written request for approval under section 14(6) of the *Liquor Control and Licensing Regulations*, including fees. For additional information refer to page 1 under Eligibility Requirements for Relocating a Licensee Retail Store.

Please ensure that you advise the Liquor Distribution Branch and any other relevant external agencies of your intention to relocate your Licensee Retail Store.

PART 4: Legal Declaration

My signature (the licensee's) below indicates I understand and acknowledge:

All of the information given is true and complete to the best of my knowledge. Section 15(2) of the Liquor Control and Licensing Act states, "A person applying for the issue, renewal, transfer or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application, commits an offence".

Signature of applicants

(Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below:)

Note: An agent, lawyer, resident manager or third party operator may not sign the declaration on behalf of the applicant.

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Full Name of Official: _____

Position: _____

Date: _____

(Day/Month/Year)

Signature: _____

Full Name of Official: _____

Position: _____

Date: _____

(Day/Month/Year)

Signature: _____

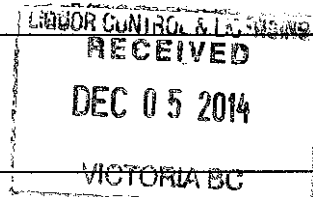
Full Name of Official: _____

Position: _____

Date: _____

(Day/Month/Year)

Signature: _____



PART 5: Application Fee

☐ Transfer of Location fee (non-refundable): \$330.00

☐ Consideration under section 14(6) fee, if applicable (non-refundable): \$440.00

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check ☒ one):

☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)

☐ Money order, payable to Minister of Finance

☐ Credit card: ☐ VISA ☒ MasterCard ☐ AMEX

☐ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☐ I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

HAND DELIVERED

Liquor Control and Licensing Branch

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 Fax: 250 952-7066 Web: www.pssg.gov.bc.ca/lclb E-mail: liquor.licensing@gov.bc.ca

PART 6: What happens next?

The licensee retail store transfer of location application and approval process.

1. The applicant must submit a complete application package to Victoria Liquor Control and Licensing Branch Head Office.
2. The Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant by phone or mail, of any information/documentation required before the application can be processed.
3. The application and plans will be reviewed. If all necessary requirements have been met, the applicant will receive notification of plans approval-in-principle and be asked to go ahead with move/construction if necessary.
4. When move/construction has been completed, or the establishment has been relocated to the new premises, the applicant should contact the local liquor inspector to arrange for a final inspection. If the establishment passes the inspection, the applicant will be issued a new licence.

Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence application. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Ph: In Victoria, 250 952-5787 Outside Victoria, 1 866 209-2111. Fax: 250 952-7066



Liquor Control and Licensing Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Fourth Floor
3350 Douglas Street
Victoria BC

Telephone: (250) 952-5787
Fax: (250) 952-7066
<http://www.pssg.gov.bc.ca/lclb>

EO?

RECEIPT FOR PAYMENT

Applicant/Licensee Name

Establishment Name:

s. 21

Receipt Address:

**Payment Receipt
2014-153310**

Date Paid: Friday, December 05, 2014

Payment Method: s. 21

Receipt Inquiries? Call LCLB Victoria Head Office toll free at 1-866-209-2111

1. Job No: s.21

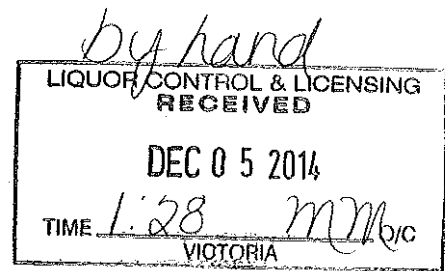
LRS Change Application Fee s. 21

\$330.00

TOTAL: \$330.00

RELO

s. 21



December 5th, 2014

British Columbia Liquor Control and Licensing Branch,
4th Floor, 3350 Douglas Street
Victoria, BC V8Z 3L1

RE: Relocation Application for

s. 21

To Whom it May Concern:

Please find attached an application to relocate

s. 21

s. 21

In the attached documents you will find all of the requested information including:

- The completed Application for Transfer of Location (LCLB092)
- Proof of valid interest in the proposed site
- Local Government documentation indicating that the zoning permits such use.
- A scaled map showing the current and proposed location of The Local Licensed Liquor Store, together with a scaled map showing the distances between sites and other LRS' nearby.
- A scaled site plan showing the building and the entrances to the building
- Colour photographs of the four exterior sides of the proposed LRS site.
- A rough layout of signage to be erected at the proposed site
- Payment information relating to the costs of this application.

I think you very much for your consideration of this application. Should you require any further information, please do not hesitate to contact me at any time via my direct email address:

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and I will reply immediately. I am frequently travelling in Victoria and I am available to hand deliver to your offices any information or further documentation that you may require.

Yours truly,

s. 21

Pages 9 through 27 redacted for the following reasons:

s. 21

Little, Danielle JAG:EX

From: Owsianski, Erica JAG:EX
Sent: Tuesday, January 20, 2015 10:14 AM
To: Little, Danielle JAG:EX
Subject: FW: s. 21

Thank You,
Erica Owsianski

Due to security concerns, Liquor Control and Licensing Branch will not accept electronically transmitted applications containing credit card information

Case Manager, Licensing / Liquor Control & Licensing Branch / Ministry of Justice / 3350 Douglas Street Victoria, BC V8W 9J8 / Phone: (250) 952-5772 / Fax: (250) 952-7066 / E-mail: Erica.Owsianski@gov.bc.ca / website: <http://www.pssg.gov.bc.ca/lclb>

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From: s. 21 s. 22
Sent: Wednesday, December 10, 2014 10:59 AM
To: Owsianski, Erica JAG:EX
Subject: Re: s. 21

Thank you so much. I will be working on the floor plans right away.

Regards,

s. 21

On Dec 10, 2014, at 10:49 AM, Owsianski, Erica JAG:EX <Erica.Owsianski@gov.bc.ca> wrote:

Good morning,

Please see attached letter for further information.

Thank You,
Erica Owsianski

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Case Manager, Licensing / Liquor Control & Licensing Branch / Ministry of Justice / 3350 Douglas Street Victoria, BC V8W 9J8 / Phone: (250) 952-5772 / Fax: (250) 952-7066 / E-mail: Erica.Owsianski@gov.bc.ca / website: <http://www.pssg.gov.bc.ca/lclb>

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To: Little, Danielle JAG:EX
Subject: FW: s. 21

Thank You,
Erica Owsianski

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From: s. 21 s. 22
Sent: Tuesday, December 9, 2014 11:23 AM
To: Owsianski, Erica JAG:EX
Subject: Relocation Application for s. 21

Good morning Erica:

Thank you for your call earlier, I'll look forward to working with you.

After your call I was reviewing my application submission and determined that the license number on the application was incorrect. It should be LRS Lic s. 21 y apologies.

s. 21

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Pages 31 through 40 redacted for the following reasons:

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